

INSTRUCTIONS FOR PREPARING LETTERS FOR SIGNATURE

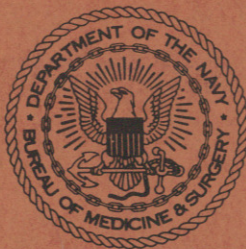
of

SecNav

Under SecNav

AstSecNav

AstSecNav Air



NAVMED-840 (7/45)

NAVY DEPARTMENT
BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D. C.

INTRODUCTION

The following instructions, based upon directives issued by the Secretary's Office, provide information needed by stenographers and typists in BuMed for preparing correspondence for the signature of SecNav, UnderSecNav, AstSecNav, or AstSecNavAir.

Especially care is required in the preparation of such correspondence, and certain regulations as to usage, format, copies, and assembly must be followed.

In order to assist stenographers and typists to prepare properly correspondence of this type, the instructions and illustrations on the succeeding pages have been compiled by the Administrative History Section, Administration Division, which section has been charged with logging and checking all such correspondence.

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STATIONERY

Use special letterhead for the first page as follows: (1) When the letters are addressed to an activity or individual *within the naval service*, and to other Government agencies or companies which have adopted the naval or similar form of correspondence, the special letterhead imprinted "Navy Department, Washington 25, D. C." shall be used; and (2) when addressed to an organization or person *not in the naval service*, which have *not* adopted the naval or similar form of correspondence, the letterhead imprinted with the title of the signing official shall be used. (See pp. 11 and 12 for samples of these two types of letterheads.)

Use plain bond paper for the second and succeeding pages.

Use letterhead tissue paper for copies prepared to accompany the original.

Colored tissue, and if necessary plain white tissue, is used for other copies.

The number of copies required of a letter prepared for signature is as follows:

- 1 Original white letterhead.
- 1 Letterhead tissue to accompany original letter when addressed to the head of a Government agency, a Cabinet Member, the White House, a Member of Congress, etc.
- 2 Green tissues (1 for SecNav files, 1 for SecNav stamp and return to BuMed files).
- 1 Pink tissue for SecNav files.
- 1 Yellow or white tissue for originating office files.
- 1 Letterhead tissue for each addressee listed in "VIA:" heading.
- 1 White tissue for each individual or office listed in "CC:" (carbon copy).

All stationery and supplies may be ordered from the Bureau supply room.

REFERENCES AND FILE NUMBERS

For letters addressed to persons *within the naval service*, type in the space below "Address Reply to:" the authorized abbreviation of the signer of the letter (i.e., SecNav or UnderSecNav or AstSecNav or AstSecNavAir); and in the space below "And Refer to Initials and No." type the BuMed office identification and the file number. (See p.12 for sample.) Type the file number and office identification on the original special letterhead and all carbon copies.

For letters addressed to persons *outside the naval service*, type the file number and office identification in the upper left corner of the *carbon copies*, but not on the special letterhead or the carbon copy which is to be sent with the original letter. (See p. 11 for sample of proper letterhead to use.)

Type the name of the person who prepared the letter and the originating Division and Bureau in the lower left-hand corner of the file copies of all correspondence prepared for signature.

Example: Prepared by
Comdr. J. Doe
Planning Division
BuMed

DATE

Type the date on the Bureau file copy only. All other copies will be date-stamped by the Secretary's Office when signed.

FORMS OF ADDRESS, SALUTATION AND COMPLIMENTARY CLOSE

Letters addressed to Federal, State, and city officials and other persons *not in the naval service* who have *not* adopted the naval form of letters are prepared as follows:

Forms of address are illustrated on pp. 5, 6, 7 & 8.

Examples of proper salutations are given on pages 5, 6, 7 & 8 and must be followed in all cases, *except* where (1) the basic correspondence indicates that a personal relationship exists between signing official and addressee, in which case use the same form and spirit as the incoming letter presents in preparing the reply unless advised otherwise by the signing official, or (2) the letter is addressed to Federal, State, and city officials and other persons *not in the naval service* who *have* adopted the naval form of letter. When writing to Federal, State, and city officials or other persons *not in the naval service* who *have* adopted

the naval form of letter, prepare the reply in naval form. (See p. 12 for sample.)

Complimentary closings are illustrated on pp. 5, 6, 7, and 8 and must be used unless otherwise directed by the signing official.

SIGNATURE

Do not type the signature or title on the letter. Near the location where the written signature will appear, attach a slip bearing the words "For Signature of the Secretary of the Navy" or "For Signature of the Under Secretary of the Navy," etc.

All letters submitted for signature must be initialed by the Chief or Acting Chief of BuMed on the Bureau green copy prior to submission to the Administration Division (Letter Registry), Bldg. 4, Room 40.

Note: "By Direction of the Secretary of the Navy" is used only by the Office of the Judge Advocate General.

ENCLOSURES

If a letter is addressed to some one *within the naval service* and contains one or more enclosures, type the abbreviation "Encl:" or "Encls:" at the left margin, seven line spaces below the body of the letter. (See p. 8, Example A, for sample.)

Enclosures are numbered 1, 2, 3, etc., at the left margin, followed by a brief description of the enclosure, using authorized abbreviations. After the number, and immediately preceding the description of the enclosure, type the abbreviation "(HW)" or "(SC)" to indicate whether the enclosure will be transmitted "herewith" or under "separate cover." If all of the enclosures are to be forwarded with the original letter, type "(HW)" after the abbreviation "Encls:." If all of the enclosures are to be forwarded under separate cover, type "(SC)" after the abbreviation "Encls:."

If enclosures are to be forwarded under separate cover, prepare an official address label with sufficient information typed in the lower left-hand corner to identify the enclosure. (See p. 8, Example B, for sample.)

If enclosures are to be forwarded to someone *outside the naval service*, type at the left margin seven line spaces below the body of the letter, the abbreviation "Encl," "Encls-2," "Encls-3," etc., as appropriate to indicate the number of enclosures. Omit the abbreviation "(HW)" or "(SC)" and the description of the enclosures. (See p. 9, Example C, for sample.)

When enclosures are forwarded with a letter they are identified on the enclosure itself as follows:

For letters to addresses *within the naval service* --

ENCL 1 (BuMed ltr, P3-2/EN10, 5 May 1945)

For letters to addresses *outside the naval service* --

ENCLOSURE 1 (Bureau of Medicine and Surgery
letter 5 May 1945)

"CC" NOTATIONS

If carbon copies of a letter are prepared for the information of individuals, offices, or activities other than the addressee, type the abbreviation "CC:" (carbon copies) at the left margin, two line spaces below the enclosure notation or seven line spaces below the body of the letter if no enclosure is indicated. (See p. 9, Examples A and B, for sample.)

On the next line below the "CC:" notation type the names of the individuals and/or their functional titles, and the names of bureaus or activities (in abbreviated form) to whom carbon copies are to be sent. When assembling these carbon copies, place a check mark or arrow before the name of the addressee for whom the copy is intended.

In case an enclosure or enclosures are also forwarded with the "CC:" copies this is noted

after the "CC:" addressee as follows:
CC: Planning Division (with copies of encls).

If the original letter is addressed to someone *within the naval service*, and informational copies are to be forwarded to addressees other than those within the office originating the letter, type the distribution list on the original and all copies of the letter. Distribution to individuals within the originating office is indicated only on the carbon copies. (See p. 9, Example A, for sample.)

If the original letter is addressed to someone *outside the naval service*, type the distribution list only on the copies, and not on the original or on the letterhead tissue, if such copy is required. (See p. 9, Example B, for sample.)

ENVELOPES

Special white envelopes are used with special letterheads. This type of envelope is prepared in the regular manner. (See p. 10, for samples.) When the envelope is attached to the correspondence, use a plain tissue sheet to protect the envelope from carbon smudges.

ASSEMBLING

Arrange correspondence with copies, encls, and basic correspondence in succession as follows:

Assemble the original (ribbon copy) of an outgoing letter consisting of more than one page in reverse order; i.e., the first page on the bottom and the last (signature) page on top.

Assemble enclosures, if any, in regular order (first page on top). Staple or clip the enclosures under the letter.

Assemble the extra letterhead carbon copy to accompany the original letter (if such a copy is to be sent to the addressee) in regular order (first page on top). Place the extra carbon copy below the original and enclosures (if any).

When properly assembled, clip the original letter and the enclosures and/or extra carbon copy together. If an envelope is prepared by the originating office, place it horizontally under the original letter and attachments, and attach a plain tissue sheet under the typed envelope to avoid soiling the envelope with carbon.

Assemble plain white tissue informational copies (for bureaus or activities listed under the "CC:" notation) with pages in regular order (first page on top). Copies of enclosures are not attached to the informational copies unless such attachment is indicated under the "CC:" notation.

Assemble the pink and green tissues (SecNav file copies) in regular order (first page on top). Copies of enclosures and basic correspondence are not attached to these file copies unless such attachment is indicated by the person who prepared the letter.

Clip the basic correspondence to the BuMed green file copy. Allow green file copy to protrude about one-half inch on left-hand side for the initials of the Chief of Bureau or the Acting Chief of Bureau.

The illustration on page 13 shows the arrangement of a properly assembled letter.

CHECKING

After the letter has been assembled, acquire the habit of making a final check as follows:

1. Has the proper stationery been used?
2. Has the letter been transcribed accurately?
3. Has the letter been proofread for typographical errors, punctuation, spelling, and word division?
4. Have correct abbreviations been used?
5. Has the letter been checked for the correct typing of initials?
6. Is each page clean, with no strikeouts, half erasures, finger marks, or smudges?
7. Are all pages numbered in a letter of more than one page?
8. Have the prescribed number of carbon copies been prepared?
9. Are all carbon copies legible?
10. Have the informational copies been marked to show the proper destination?
11. Have the enclosures been indicated properly? Are they all attached and numbered?

12. Has the address label for the "separate cover" enclosures been attached to the original letter if the enclosures are not sent "herewith"?
13. Has the appropriate signature slip been attached to the original letter prepared for the signature of the Secretary of the Navy, Under Secretary, Assistant Secretary, or Assistant Secretary for Air?
14. Is an envelope necessary?
15. Has the letter been assembled properly?

If the letter conforms to these standards, then it is ready to be delivered to the person preparing letter for final review if required and initialing by the Chief of the Bureau or Acting Chief of Bureau.

LAST STEP

Transmit letter, after it has been initialed by the Chief of Bureau or Acting Chief of Bureau, to the Administrative History Section, Administration Division, where it will be logged and delivered to the signing office.

ILLUSTRATIONS

FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE.

The following are examples of the forms of address, salutation, and complimentary close used in the preparation of letters addressed to Federal, State, and city officials and other persons not in the naval service who have not adopted the naval form of letter.

Letters addressed to the President of the United States and Cabinet Officers are always prepared for the signature of the Secretary of the Navy, Under Secretary, Assistant Secretary, or Assistant Secretary for Air.

Although the title Mr. is shown in the following addresses and salutations, substitute Mrs. or Miss when appropriate.

FEDERAL OFFICIALS

PRESIDENT OF THE UNITED STATES.

The President
White House

Dear Mr. President:

Sincerely yours,

VICE PRESIDENT OF THE UNITED STATES.

The Vice President
United States Senate

Dear Mr. Vice President:

Sincerely yours,

CHIEF JUSTICE.

The Chief Justice
The Supreme Court

Dear Mr. Chief Justice:

Sincerely yours,

SPEAKER OF THE HOUSE OF REPRESENTATIVES.

Hon. - - - - -
Speaker of the House of Representatives

Dear Mr. Speaker:

Sincerely yours,

CABINET OFFICER.

(for routine correspondence)
The Honorable
The Secretary of - - - - -

Sir:

Respectfully,

(for correspondence of a personal nature)
Hon. - - - - -
Secretary of - - - - -

Dear Mr. Secretary:
(or Dear Madam Secretary:)
Sincerely yours,

UNITED STATES SENATOR.

Hon. - - - - -
United States Senate

Dear Senator - - - - - ?

Sincerely yours,

UNITED STATES REPRESENTATIVE.

Hon. -----
House of Representatives

TERRITORIAL DELEGATE.

Hon. -----
Delegate of (Name of territory)
House of Representatives

RESIDENT COMMISSIONER.

Hon. -----
Resident Commissioner of (name of territory)
House of Representatives

COMPTROLLER GENERAL.

Hon. -----
Comptroller General of the United States

DIRECTOR OF BUREAU OF BUDGET.

Hon. -----
Director, Bureau of the Budget
Washington 25, D. C.

ADMINISTRATOR OF GOVERNMENT AGENCY.

Hon. -----
Administrator of -----
Washington 25, D. C.

CHAIRMAN OF A GOVERNMENT AGENCY.

Hon. -----
Chairman of -----
Washington 25, D. C.

COMMISSIONER OF A GOVERNMENT AGENCY.

Hon. -----
(name of agency)
Washington 25, D. C.

(name of agency)
Washington 25, D. C.

AMERICAN AMBASSADOR.

The Honorable

American Ambassador
(Foreign city)

AMERICAN MINISTER.

The Honorable

American Minister
(Foreign city)

Dear Congressman ----- :

Sincerely yours,

Dear Mr. ----- :

Sincerely yours,

Dear Mr. ----- :

Sincerely yours,

Dear Mr. ----- :

Sincerely yours,

Dear Mr. ----- :

Sincerely yours,

Dear Mr. ----- :

Sincerely yours,

Dear Mr. ----- :

Sincerely yours,

Dear Mr. ----- :

Sincerely yours,

(or)

Dear Commissioners:

Sincerely yours,

DIPLOMATIC OFFICIALS

Dear Mr. Ambassador:

Sincerely yours,

Dear Mr. Minister:

Sincerely yours,

AMERICAN CONSUL GENERAL, CONSUL, OR VICE CONSUL.

-----, Esq.
American Consul General
(Foreign city and country)

Dear Mr. -----:

Sincerely yours,

FOREIGN AMBASSADOR IN UNITED STATES.

His Excellency

Ambassador of (name of country)
Washington, D. C.

Dear Mr. Ambassador:

I am, my dear Mr. -----,
Sincerely yours,

FOREIGN MINISTER IN UNITED STATES.

His Excellency

Minister of (name of country)
Washington, D. C.

Dear Mr. Minister:

I am, my dear Mr. -----,
Sincerely yours,

FOREIGN CONSUL IN UNITED STATES.

Hon. -----
Consul of (name of country)
(city and state)

Dear Mr. -----:

Sincerely yours,

STATE OFFICIALS

GOVERNOR.

Hon. -----
Governor of -----
(city and State)

Dear Governor -----:

Sincerely yours,

LIEUTENANT GOVERNOR.

Hon. -----
Lieutenant Governor of -----
(city and State)

Dear Mr. -----:

Sincerely yours,

STATE SENATOR.

Hon. -----
The State Senate
(city and State)

Dear Senator -----:

Sincerely yours,

MEMBER OF STATE HOUSE OF REPRESENTATIVES.

Hon. -----
House of Representatives
(city and State)

Dear Mr. -----:

Sincerely yours,

MEMBER OF STATE ASSEMBLY.

Hon. -----
The State Assembly
(city and State)

Dear Mr. -----:

Sincerely yours,

CITY OFFICIALS

MAYOR.

Hon. -----
Mayor of the City of -----
(city and State)

Dear Mr. -----:

Sincerely yours,

CITY MANAGER.

Mr. -----
City Manager
(city and State)

Dear Mr. ----- :

Sincerely yours,

MISCELLANEOUS

PRESIDENT OF A COLLEGE OR UNIVERSITY.

Dr. -----
President, ----- University
(city and State)

Dear President ----- :

Sincerely yours,

COLLEGE OR UNIVERSITY PROFESSOR.

Professor -----
Department of -----
(name of University)
(city and State)

Dear Professor ----- :

Sincerely yours,

BUSINESS FIRM.

----- and Company
1801 Constitution Avenue, NW.
Washington 6, D. C.

Gentlemen:

Sincerely yours,

Attention Mr. -----

PHYSICIAN.

-----, M.D.
1801 Constitution Avenue, NW.
Washington 6, D. C.

Dear Dr. ----- :

Sincerely yours,

GENERAL PUBLIC.

Mr. -----
1801 Constitution Avenue, NW.
Washington 6, D. C.

Dear Mr. ----- :

Sincerely yours,

ENCLOSURE IDENTIFICATION

..... (last line of body of letter)	
↑ 7 line spaces ↓	(Space for written signature)
Encls: 1. (HW) Instructions for use of NAVME-145. 2. (SC) Supply of form NAVME-145.	

EXAMPLE A

NAVY DEPARTMENT
Washington, D. C.

Official Business

Penalty for Private Use to Avoid
Payment of Postage \$300

Commandant
First Naval District
North Station Office Building
150 Causeway Street
Boston 14, Mass.

Encl - 2 to AstSecNav ltr
BUMED-E-jj1 of 23 Sept 1944

EXAMPLE B

..... (last line of body of letter)

(Space for written signature)

7 line spaces

Encls-2

EXAMPLE C

"CC" CARBON COPY NOTATIONS

..... (last line of body of letter)

(Space for written signature)

7 line spaces

Encls:

1. (HW)
2. (HW)
3. (SC)

CC:

BuAer (with encl 1)

BuShips (with encls 1 and 2)

BuOrd (without encls)

Lt. John White, USNR, Planning Div.

Wm. H. Jones, Planning Div.

(distribution within originating office
typed only on carbon copies)

EXAMPLE A

..... (last line of body of letter)

(Space for written signature)

7 line spaces

CC:

BuAer

BuShips

(distribution typed only on carbon
copies)

EXAMPLE B

ENVELOPES

THE SECRETARY OF THE NAVY
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage \$300

Hon. Charles G. Weedon
House of Representatives
Washington, D. C.

THE UNDER SECRETARY OF THE NAVY
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage \$300

THE ASSISTANT SECRETARY OF THE NAVY
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage \$300

THE ASSISTANT SECRETARY OF THE NAVY FOR AIR
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage \$300

THE SECRETARY OF THE NAVY

WASHINGTON

BUMED-E-adb ← (type only on carbon copies)
A2-2/EN10

(leave blank for date)

Mr. - - - - -
1801 Constitution Avenue, N. W.,
Washington 6, D. C.

Dear Mr. - - - - - :

This is an exhibit of the form to be used for letters addressed to offices or persons *outside the naval service* who have *not* adopted the naval form of letter. Letters of this type are prepared on the letterhead bearing the functional title of the appropriate Secretary who will sign the letter.

The address, salutation, and complimentary close in this type of letter are governed by the person or office to which addressed. Correct forms of address, compiled from the State Department Style Manual, are contained on pp. 5, 6, 7, and 8.

One extra green tissue and one extra pink tissue are required in addition to the regular number of file copies. One extra white letterhead (to accompany the original letter) is also required when the letter is addressed to the head of a Government agency, a Cabinet Member, the White House, a Member of Congress, etc. The file number and office symbol are typed only on the carbon copies and not on the original letterhead nor on the extra tissue letterhead. A typewritten signature should not be indicated. An addressed envelope to match the letterhead is required.

Sincerely yours,

(leave signature line blank but
attach appropriate signature
slip)

ILLUSTRATION FOR PREPARING
LETTERS TO OFFICES OR PER-
SONS OUTSIDE THE NAVAL SERV-
ICE WHO HAVE NOT ADOPTED
THE NAVAL FORM OF LETTER

(Type the abbreviated title of the signer of the letter; e.g., SecNav, Under SecNav, AstSecNav, or AstSecNavAir.)

ADDRESS REPLY TO
SecNav
AND REFER TO INITIALS
AND NO.

BUMED-E-adb
A2-2/EN10

NAVY DEPARTMENT
WASHINGTON 25, D. C.

(Type the office symbol prefaced by BUMED and the file number.)

(leave blank for date)

To: (Activities or persons within the naval service)

Subj: Letters to activities or persons within the naval service for signature of SecNav; instructions for preparations of.

1. This exhibit is prepared in the regular naval form as used in preparing letters for the signature of division chiefs or the Chief of Bureau, except for the following:

a. Letters addressed to naval activities and prepared for the signature of the Secretary of the Navy, the Under Secretary, the Assistant Secretary, or the Assistant Secretary for Air are typed on this special letterhead. The authorized abbreviation of the functional title of the signer of the letter is typed in the space below "Address Reply to." The identification of the Bureau and office preparing the letter is typed on the line below "And Refer to Initials and No." and consists of the file number and office symbol prefaced by the abbreviation BUMED, typed on the original and all copies.

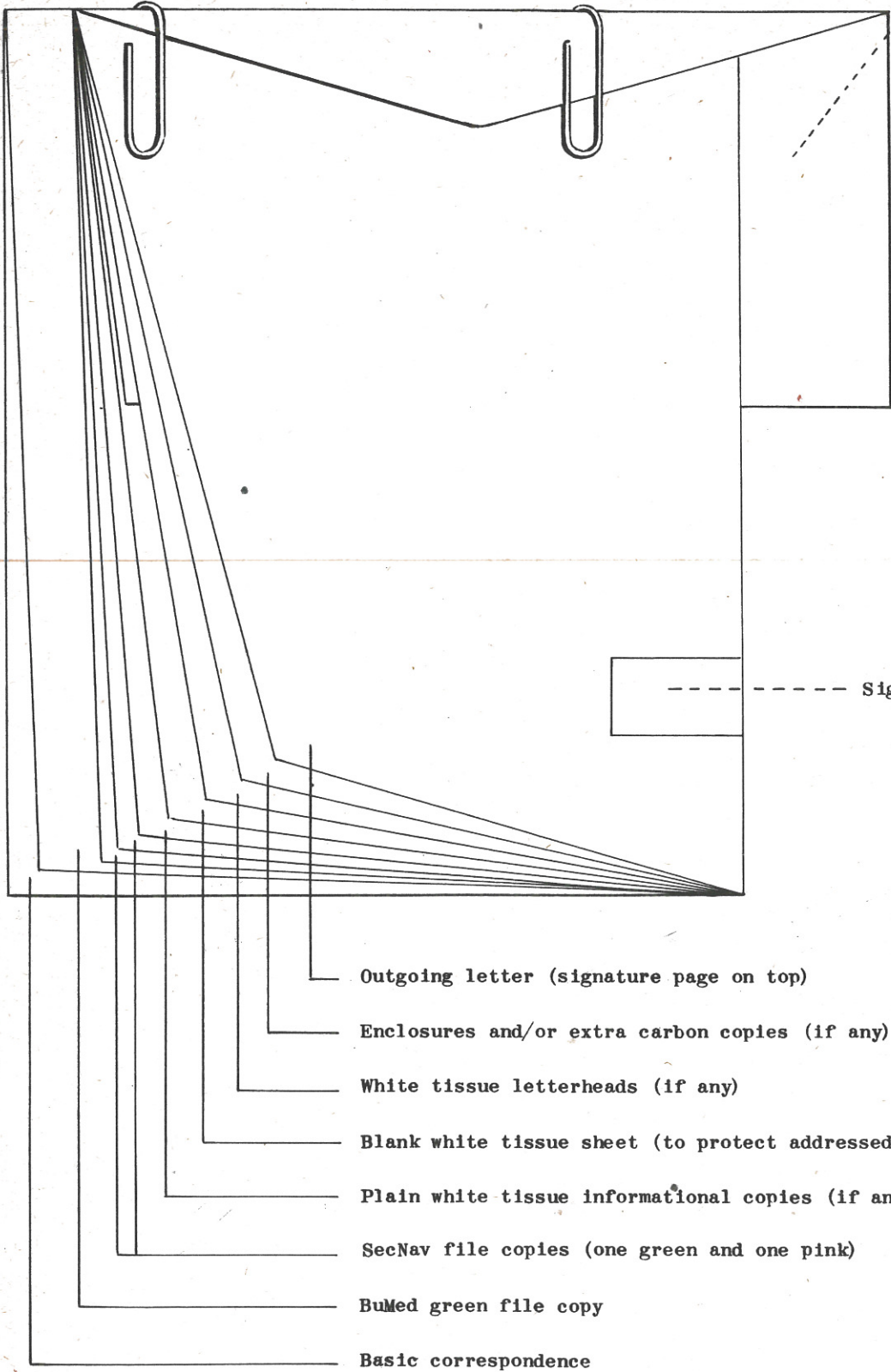
b. When this form is used for circular letters, four line spaces below the file number the words "CIRCULAR LETTER" are typed and the appropriate "STANDARD DISTRIBUTION" is typed on the left-hand margin seven line spaces below the body of the letter.

c. One extra green tissue and one extra pink tissue copy are required in addition to the regular file copies.

d. A typed signature is not included on letters prepared for the signature of the Secretary of the Navy, Under Secretary, Assistant Secretary, or Assistant Secretary for Air.

Leave signature line blank but attach appropriate signature slip

INSTRUCTIONS FOR PREPARING
LETTERS TO ACTIVITIES OR
PERSONS IN THE NAVAL SERVICE
OR PERSONS OUTSIDE THE NAVAL
SERVICE WHO HAVE ADOPTED THE
NAVAL FORM OF LETTER



The diagram illustrates the layout of a file folder. At the top, two paper clips are shown holding the folder closed. On the right side, there is a rectangular area labeled 'Envelope (if required) clipped under outgoing letter with enclosures and/or extra carbon copy (if required)'. Below this, a dashed line points to a small rectangular area labeled 'Signature slip'. On the left side, a series of lines represent the edges of multiple documents, with labels pointing to them from bottom to top: 'Basic correspondence', 'BuMed green file copy', 'SecNav file copies (one green and one pink)', 'Plain white tissue informational copies (if any)', 'Blank white tissue sheet (to protect addressed envelope)', 'White tissue letterheads (if any)', 'Enclosures and/or extra carbon copies (if any)', and 'Outgoing letter (signature page on top)'.

Envelope (if re-
quired) clipped
under outgoing
letter with
enclosures and/or
extra carbon copy
(if required)

----- Signature slip

Outgoing letter (signature page on top)

Enclosures and/or extra carbon copies (if any)

White tissue letterheads (if any)

Blank white tissue sheet (to protect addressed envelope)

Plain white tissue informational copies (if any)

SecNav file copies (one green and one pink)

BuMed green file copy

Basic correspondence

